

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

3. Reason for Submission New		4. Employing Office Location Philadelphia, PA	5. Duty Station Philadelphia, PA	1. Position No. EPES00154	2. Incumbency Allocation Only? May Not be IAed
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt -Executive	8. Financial Statements Required OGE-278 Required		6. BUS Code 8888	
	10. Position Status SES (Gen.)	11. Supervisory Status Code 2 - Supervisor or Manager		9. Cybersecurity Code a. 000 b. _____ c. _____	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing Yes	
	15. Extramural %	16. Functional Class Code N/A		17. Medical Monitoring	
	18. Position Sensitivity Critical Sensitive	19. Security Clearance 3 - Top Secret		20. Position Risk 3 - High	
	21. Emergency Essential	22. Developmental Position No		23. Full Performance Level Current Level	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	Regional Administrator	ES	0340	00

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	Ortiz, Adam C.


27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency
b. 2nd Tier Org Code S0000000	2nd Tier Org Description Office of the Regional Administrator Region 3
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager Dan Utech for Michael Regan, Administrator	
Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.20 16:43:35 -04'00'	Date	Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.20 16:43:50 -04'00'	Date

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist		30. Position Classification Standards Used in Classifying/Grading Position
Signature 	Date 9/27/21	

31. Remarks Executive position.

21 1992836

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Regional Administrator

ES-0340-00

Introduction

This position serves as the Regional Administrator of Region 3. Region 3 carries out the mission of the U.S. Environmental Protection Agency in the Mid-Atlantic which includes Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia and seven Tribal Nations. The position sits in the Immediate Office of the Region.

Major Duties and Responsibilities

1. Serves as Regional Administrator with direct responsibility to the Administrator for the planning, programming, policy implementation, control, and direction of the technical and administrative aspects of the regional activities of the EPA. Exercising a high level of technical expertise and executive and management ability, is responsible for the direction and management of the organizational entities engaged in accomplishing the functional responsibilities of the region, to efficiently achieve goals and objectives. Within the administrative and technical policy framework established by higher levels of authority, exercises responsibility for developing plans, establishing internal operating policies and procedures, and resolving operational problems. Is responsible for total resource management in the Region within guidelines provided by Headquarters. Within authority delegated by the Administrator, reviews and awards program and project grants and contracts to state, regional, and local environmental agencies. Incumbent is responsible for the continuing evaluation of regional programs and activities as to their effectiveness and progress in accomplishment of planned objectives. Resolves conflicts of proposals or interests among major program segments of regional activities through the development of integrated solutions embracing all aspects of environmental quality for the benefit of the total regional and agency effort. Selects, assigns, and provides direction and guidance to a large multi-disciplinary staff as necessary to achieve program objectives including standards setting and implementation, enforcement, surveillance, studies, investigations, surveys, disaster aid training, technical assistance, and other programs assigned to the Region. Coordinates activities as necessary with other regional administrators on inter-regional projects or programs. Exercises approval authority for State standards and implementation plans.
2. Representing the Administrator and the President's policy, energizes and motivates state and local environmental protection efforts through continuing liaison and negotiations with the highest levels of state and local government; including governors, state legislators, pollution control boards, inter-state commissions, and others. Provides dynamic leadership, interprets, explains and promotes policies and programs. Develops a unified approach to regional environmental problems by bringing together existing and emerging antipollution programs. Assures that Federal technical assistance, grants, and other aids are provided through the region in support of state and local efforts. Develops solutions to problems arising in the promotion and unification of activities and programs, to increase the overall effectiveness of the total program.

Develops and maintains close working relationships with universities and other educational institutions, the scientific community, industry and public and private groups in order to draw upon all available capabilities to alleviate environmental problems. Exercises leadership to establish the EPA organization as a focal point within the region for the encouragement and assistance for all efforts oriented toward protection of the environment. Determines need for and establishes necessary support activities such as laboratories, investigation groups and the like. Collaborates with directors of natural research laboratories in carrying out research efforts of the region.

3. Serving as a trusted confidant of the Administrator, develops and maintains a continuing awareness of the sensitivity to the political and public relations aspects of environmental developments within the region. Maintains contacts and two-way communications with leading political and other figures within the region in order to understand and evaluate the degree of their interest, concern, and participation in environmental protection programs and activities exhibited or expressed. Elicits their viewpoints on program policies and principles of the Agency and furthers cooperative responses. Keeps the Administrator and Headquarters advised of observations and conclusions and recommends courses of action. Maintains a personal and confidential relationship with the Administrator in order to develop and maintain a continuing awareness of areas of his special concern, interest and emphasis.
4. Participates with the Administrator and his key staff in the overall planning and development of program activities to accomplish goals and objectives of the Agency. Provides special insight and advice, in relation to problems of special significance and public and political sensitivity within his/her region. Makes recommendations regarding changes in policies and procedures affecting field activities and in relation to major policies and programs of the Agency. Manages fiscal and other Agency resources allocated to the regions.
5. Serving as special emissary, represents the Administrator at the highest levels of other Federal agencies functioning within the region and, as appropriate, with high level authorities of foreign governments, and provides information concerning environmental protection programs of special interest and significance. Presents the Agency's point of view, stimulates interest, elicits support and works out courses of action to effect a cohesive and cooperative approach to intergovernmental and inter-agency antipollution efforts. Personally, participates in, or provides for appropriate representation on agency and inter-agency/governmental committees of national agency programs as required. Carries out public awareness and information activities for the programs at the regional level. Attends meetings with various groups and makes presentations concerning the various aspects of Agency programs, plans and activities within the region.
6. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, and overall administration of human resources and equal employment opportunity programs within the Region.

7. Performs other duties as assigned.

Supervisory Controls

Receives general administrative direction and broad policy guidance from the Administrator. Work is subject to review only for accomplishment of objectives.